

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 52
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D8532		2. DELIVERY ORDER/CALL NO. N6339421F3005		3. DATE OF ORDER/CALL (YYYYMMDD) 2021DEC21	
4. REQUISITION/PURCH REQUEST NO. 1300969561		5. PRIORITY DO-A7			
6. ISSUED BY NSWC, PORT HUENEME DIVISION 4363 Missile Way, BLDG 1217 Port Hueneme, CA 93043-4307		CODE N63394		7. ADMINISTERED BY (if other than 6) SCD: C	
9. CONTRACTOR NAME AND ADDRESS Sohum Systems LLC 9232 W 143RD TER OVERLAND PARK, KS 66221-2289		CODE 7WCV6		FACILITY 053861658	
		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL	
		12. DISCOUNT TERMS Net 30 Days WAWF		<input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F		CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus, OH 43218-2381	
		CODE HQ0339		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.			
		PURCHASE <input type="checkbox"/> Reference your _____ furnish the following on terms specified herein.			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
Sohum Systems LLC		(b) (6)			
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:				DATE SIGNED (YYYYMMDD)	
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT
	SEE SCHEDULE				
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA	
				/s/Mariluz Chan-Endres	
				12/21/2021	
				CONTRACTING/ORDERING OFFICER	
25. TOTAL				\$6,591,787.14	
26. DIFFERENCES					
27a. QUANTITY IN COLUMN 20 HAS BEEN					
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP. NO.		29. D.O. VOUCHER NO.
			<input type="checkbox"/> PARTIAL		30. INITIALS
			<input type="checkbox"/> FINAL		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS		32. PAID BY
			31. PAYMENT		33. AMOUNT VERIFIED CORRECT FOR
			<input type="checkbox"/> COMPLETE		
			<input type="checkbox"/> PARTIAL		34. CHECK NUMBER
			<input type="checkbox"/> FINAL		35. BILL OF LADING NO.
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)	
				40. TOTAL CONTAINERS	
				41. S/R ACCOUNT NUMBER	
				42. S/R VOUCHER NO.	

# Section C - Description/Specifications/Statement of Work

## STATEMENT OF WORK

**1.1** This Statement of Work (SOW) defines the efforts required for Technical Manual Support and Services, in support of the Combat System (CS) for the Air Dominance Department of the Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD), Port Hueneme California. NSWC PHD is a field activity of the Naval Sea Systems Command (NAVSEA) and is the In-Service Engineering Agent (ISEA) for the CS. The CS Technical Documentation Branch provides Technical Manual (TM) support for CS programs In Accordance With (IAW) NAVSEAINST 4160.3(Series).

### **1.2 BACKGROUND**

**1.2.1** The Air Dominance Department performs the ISEA role for assigned combat systems, associated equipment including launchers and combat systems support equipment which includes electrical power, cooling water and communications. ISEA services are provided aboard US Navy, Coast Guard ships, and to allied nations under Foreign Military Sales (FMS) support agreements. These programs are served by the Air Dominance Department including the Combat System (CS), Vertical Launch System (VLS), Ballistic Missile Defense (BMD), FMS as well as the other programs of the Air Dominance Department. The majority of the workload is associated with CS TMs that include approximately 3,500 active Technical Manual Identification Numbering System (TMINS) TMs distributed in Portable Document Format (PDF) and/or via website browsers. In addition, other initiatives may increase workload in FMS and support programs. Assistance from experts and specialists in TM formatting and editing, configuration management, TM processes, media distribution, and archiving is required to address these challenges. The objective of this effort is to obtain services that shall provide recommendations, as well as implement TM management decisions made by civil service personnel. The results sought under this contract include TM products that are delivered on schedule with technical accuracy verified, in compliance with Standard NAVSEA Integrated Publishing Process (SNIPP) as a result of the TM support services provided by the Contractor.

## **2 APPLICABLE DOCUMENTS AND STATEMENTS**

### **2.1 GOVERNMENT DOCUMENTS**

Document Number	Title
SL720-AA-MAN-010, 020, 030	Navy Modernization Process Management Operations Manual (NMP-MOM)
NAVSEA Technical Specification 9090.310G	Alterations to Ships Accomplished by Alteration Installation Teams
NAVSEAINST 4160.3	Technical Manual Management Program (TMMP)
S0005-AA-PRO-010	NAVSEA Technical Manual Management Program
S0300-A7-AEG-010, 020, 030	Aegis Style Guide for Development and Publication of Combat/ Weapon System Technical Manuals
T0300-A7-AEG-010	Aegis Style Guide for Foreign Military Sales (FMS)
Commander, Naval Sea Systems Command, Ser 04L/002, dtd 17 Feb 2010	Use of S1000D Specification for Technical Manual Development and Management
S0005-AA-GYD-070	Quality Assurance for NAVSEA TMs
SECNAVINST 5510.36B	Department of Navy Information Security Program
NAVSEAINST 5230.12	Release of Information to the Public
SL720-AA-MAN-030	Navy Modernization Process Management and Operational Manual
SECNAV M-5210.1	Department of the Navy Records Management Program Records Management Manual
Executive Order 13467	Executive Order 13467

HSPD-12	Homeland Security Presidential Directive 12
HSPD-12	United States Office of Personnel Management Memorandum, Final Credentialing Standards for Issuing Personal Identity Verification Cards
NSWCPHD INSTRUCTION 5239.4	Cyberspace Information Technology And Cybersecurity Workforce Qualification Program
SECNAV M-5510.30	Navy Personnel Security Program Manual

### 2.1.1 Joint Chiefs of Staff, Department of Defense (DoD), and DoD Services Documents

Document Number	Title
Defense Acquisition Guidebook 4.3.3.4.7	Production Readiness Reviews (PRR) <a href="https://dag.dau.mil">https://dag.dau.mil</a>
DoD 5220.22M	Defense Security Service (DSS) National Industrial Security Program Operating manual (NISPOM)
DoDI 4140.67	Department of Defense Instruction (DoDI) 4140.67 DoD Counterfeit Prevention Policy
NIST SP 800-171	Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations

### 2.1.2 Military Standards (MIL-STD)

Document Number	Title
MIL-STD-129P	DoD Standard Practice, Military marking for Shipment and Storage
MIL-STD 130N	DoD Standard Practice Identification Marking of U.S. Military Property
MIL-STD-882E	System Safety
MIL-STD-2073-1E	DoD Standard Practice for Military Packing

### 2.1.3 Other Military Documents

Document Number	Title
MIL-D-23140D	Drawings, Installation Control, for Shipboard Electronic Equipment
MIL-DTL-31000C	Technical Data Packages, Detail Specification
MIL-PRF-29612B	Training Data Products

### 2.1.4 Handbooks

Document Number	Title
MIL-HDBK-61A	Configuration Management (CM) Guidance
MIL-HDBK-881A	Work Breakdown Structures For Defense Materiel Items

### 2.1.5 Non-Government / Commercial Standards

Document Number	Title
ASME Y14.24-2012	Types and Applications of Engineering Drawings
IEEE/EIA 12207-2017	Software Life Cycle Processes
ISO 9001:2015	Quality Management Systems - Requirements
ISO 10007:2003	International Organization for Standards (ISO) Quality Management Guidelines for CM

## 2.2 MANDATORY GUIDANCE

**2.2.1** The guidance contained in the documents listed above is mandatory for work carried out under this contract. If revisions to these guidance documents are published during the period of performance of this contract, including option periods, the revised versions shall become mandatory guidance in lieu of the version cited above.

## 3 REQUIREMENTS

### 3.1 GENERAL REQUIREMENTS

- 3.1.1** The Contractor shall provide the necessary assistance to meet emergent requirements. All written documentation, reports, briefing materials, budgets, obligation/expenditure reports, and other materials as described below shall be submitted in the requested format in accordance with the directives listed in Section 2.0 Applicable Documents and Statements.
- 3.1.2** The Contractor shall prepare a Contracting Officer's Management Report (CDRL A001).
- 3.1.3** The Contractor shall prepare an Organization Chart (CDRL A002).
- 3.1.4** The Contractor shall prepare a Hazardous Material/Hazardous Waste (HAZMAT/HAZWASTE) Report (CDRL A003).
- 3.1.5** The Contractor shall prepare an Emergency Action Plan Report (CDRL A004).
- 3.1.6** The Contractor shall prepare an Emergency Muster Report (CDRL A005).
- 3.1.7** The Contractor shall prepare an Incident/Accident Report (CDRL A006).
- 3.1.8** The Contractor shall prepare an Electronic Cost Reporting Financial Tracking (eCraft) System Report (CDRL A007).
- 3.1.9** The Contractor shall prepare a Secret Clearance List (CDRL A008).
- 3.1.10** The Contractor shall prepare a Quarterly Training Report (CDRL A009).
- 3.1.11** The Contractor shall prepare a Monthly Production Status (CDRL A010).
- 3.1.12** The Contractor shall prepare a Cybersecurity Workforce (CSWF) Report (CDRL A011).
- 3.1.13** The Contractor shall prepare an ADHOC Report (CDRL A012).
- 3.1.14** The Contractor shall prepare an Equipment/System Baseline Management Report (CDRL A013).
- 3.1.15** The Contractor shall prepare a Record of Meetings/Minutes Report (CDRL A014).
- 3.1.16** The Contractor shall prepare Trip/Travel Reports (CDRL A015).
- 3.1.17** The Contractor shall prepare Commercial Off-The-Shelf (COTS) Manuals and Associated Supplemental Data Report (CDRL A016).
- 3.1.18** The Contractor shall prepare an Integrated Master Schedule (IMS) (CDRL A017).
- 3.1.19** The Contractor shall prepare a Quality Program Plan (CDRL A018).
- 3.1.20** The Contractor shall prepare USN Aegis Unclassified New or Revised - XML2.0 Format, Weapon System or Equipment Manuals (CDRL B001).
- 3.1.21** The Contractor shall prepare USN Aegis Classified New or Revised - XML 2.0 Format, Weapon System or Equipment Manuals (CDRL B002).
- 3.1.22** The Contractor shall prepare USN Non-Aegis Unclassified New or Revised - XML 2.0 Format, Weapon System or Equipment Manuals (CDRL B003).
- 3.1.23** The Contractor shall prepare FMS Aegis Unclassified New or Revised - XML 2.0 Format, Weapon System or Equipment Manuals (CDRL B004).
- 3.1.24** The Contractor shall prepare FMS Non- Aegis Classified New or Revised - XML 2.0 Format, Weapon System or Equipment Manuals (CDRL B005).
- 3.1.25** The Contractor shall prepare USN Aegis Unclassified New or Revised – S1000D, Weapon System or Equipment Manuals (CDRL B006).
- 3.1.26** The Contractor shall prepare USN Aegis Classified New or Revised – S1000D, Weapon System or Equipment Manuals (CDRL B007).
- 3.1.27** The Contractor shall prepare S1000D Project Business Exchange (BREX) files (CDRL B008).
- 3.1.28** The Contractor shall prepare S1000D Data Module Requirements Lists (DMRL) (CDRL B009).
- 3.1.29** The Contractor shall prepare Technical Manual Validation Certificates for USN and FMS Technical Documentation (CDRL B010).
- 3.1.30** The Contractor shall prepare Technical Data Packages (TDP) (CDRL C001).
- 3.1.31** The Contractor shall deliver Installation Control Drawings (ICD) (CDRL C002).

**3.1.32** The Contractor shall deliver Engineering Drawings (CDRL C003).

## **3.2 Information Protection and Cyber Security**

**3.2.1** Contractor personnel granted access to any Government IT system shall complete Navy Information Assurance (IA) or comparable training, at the Government's discretion, and complete and sign appropriate IA forms required to be granted continued access to Government information technology networks. The contractor shall provide information assurance certification status of contractor personnel by category and level.

**3.2.2** Work on this contract may require that personnel have access to Privacy Information.

Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

In accordance with FAR 52.227-14, the architecture, implementation plan, unique capabilities, materials and other items designed and/or developed for this task order and related projects and the complete data rights to these items shall be the sole property of the U.S. Government.

**3.2.3** The contractor shall implement and update the System Security plan for and perform Safeguarding Covered Defense Information and Cyber Incident Reporting in accordance with processes identified in National Institute of Standards and Technology (NIST) Special Publication (SP) 800- 171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations". If the system security plan in place does not meet SP 800-171, the contractor shall notify the government of any associated plans of action to describe how and when any unimplemented security requirements will be met, how any planned mitigations will be implemented, and how and when they will correct deficiencies and reduce or eliminate vulnerabilities in the systems.

**3.2.4** The contractor shall possess and maintain Cybersecurity Workforce Operating System/Computing Environment certifications required by DoN and document in a Cyber Security Workforce report. The contractor shall also adhere to requirements contained in the Defense Security Systems (DSS) National Industrial Security Program Operating Manual (NISPOM) and document in a Cybersecurity Implementation Plan IAW CDRL A011.

**3.2.5** Individuals who require IT-I level access to sensitive DoD and DoN IT systems require a favorably adjudicated Tier 5 investigation, and individuals who require IT-II level access to such systems require a Tier 3 investigation. All access to DoN IT systems is, at minimum, IT-II.

## **3.3 Locations of Support – Travel**

**3.3.1** The contractor shall support validation and verification, develop redlines and support baseline events onboard ship's, industrial shipyards, and testing facilities as required. Travel requirements will not exceed twenty five trips annually for a period of five days in duration, consisting of one traveler. Travel locations are subject to change, minimum requirements include the following:

- Naval Base San Diego, CA; Norfolk, VA; Pearl Harbor, HI; Mayport, FL; Everett, WA; Crane, IN.
- Supervisor of Shipbuilding (SUPSHIP) Bath, ME
- SUPSHIP Gulf Coast, MS
- General Dynamics in Bath, ME
- Huntington Ingalls Industries in Pascagoula, MS.
- Lockheed Martin in Moorestown, NJ
- Aboard ships, both in homeport and worldwide
- Tactical and land based Shore Sites to include, but not be limited to, the following:
  - Vice Admiral James Doyle Combat System Engineering Development Site (CSEDS) in Moorestown, NJ
  - Center for Surface Combat Systems (CSCS) in Dahlgren, VA
  - Aegis Training and Readiness Center (ATRC) in Dahlgren, VA
  - Production Test Centers (PTCs) in Moorestown, NJ
  - Integrated Warfare Systems Laboratory (IWSL) in Dahlgren, VA
  - Naval Systems Computer Center (NSCC) in Moorestown, NJ
  - Shore site, Romania, Poland, and other facilities as required
  - Shore site, Pacific Missile Range Facility, Kauai, HI
  - Surface Warfare Engineering Facility in Port Hueneme, CA
  - Surface Combat Systems Center in Wallops Island, VA

## **4 DETAIL REQUIREMENTS**

### **4.1 GENERAL**

- 4.1.1** Contractor shall adhere to all requirements found throughout the contract and task order.
- 4.1.2** Contractor shall respond to requests for status and distribution information from email, phone, ships, program office, technical codes, contractors, and other government activities.
- 4.1.3** Contractor shall prepare responses to provide accurate information regarding Technical Documentation efforts IAW CDRLs B001, B002, B003, B004, B005, B006, B007, B008, B009, and B010.
- 4.1.4** Contractor shall report any risks, schedule slippages or changes, and/or issues with any Technical Documentation deliverable and provide mitigation strategies. Contractor shall indicate all aforementioned items in the Monthly Status Report IAW CDRL A010.
- 4.1.5** Contractor shall support continuous improvement and efficiency to identify systemic product change to improve Technical Documentation deliverable accuracy, usability, and interoperability. Contractor shall provide comments and recommendations IAW CDRL A012.
- 4.1.6** Contractor shall provide recommendations and comments to improve efficiency, accuracy, and relevance of Standard Operating Procedures (SOPs), Desk Guides, and processes; and incorporate and implement changes upon approval IAW CDRL A012.
- 4.1.7** Contractor shall identify reliability and/or efficiency improvements, implement approved changes, update production system configuration records, and safeguard Technical Documentation data to ensure system operational availability. Contractor shall provide recommendations and ongoing status reports on these activities IAW CDRL A013.
- 4.1.8** Contractor shall provide products and ongoing monthly status reports, in an approved format, for government review IAW CDRL A010.
- 4.1.9** Contractor shall provide written minutes of meetings IAW CDRL A014.
- 4.1.10** Contractor shall maintain data in the latest approved Government tracking database, regarding distribution lists, security lists, and other digital and paper TMs, and electronic media or multimedia documentation status records and logs.
- 4.1.11** Contractor shall provide recommendations to identify recordkeeping efficiency and accuracy improvements. Contractor shall implement Government approved changes and shall provide recommendations and implementation status reports IAW CDRL A012.
- 4.1.12** Contractor shall be available to support and participate in Validation/Verification events. Contractor shall prepare Trip Reports as required and mandated by Government requirement IAW CDRL A015.
- 4.1.13** The contractor shall provide the necessary personnel, facilities, and resources to develop and maintain the CS maintenance and operations TMs for ships and Land Based Test Sites. Maintenance shall include the preparation of new and/or revisions to existing TMs and Commercial Off-The-Shelf (COTS) TMs. The contractor shall incorporate all Government comments into TMs after adjudication. This shall include, but not be limited to, previously certified TMs/Work Packages that are provided as Government Furnished Information (GFI)/source data to the contractor. The contractor shall utilize GFI to produce TMs and redline documents in lifecycle maintenance.
- 4.1.14** The contractor shall provide a Technical Data Package (TDP) to the Government containing all source data used to produce the technical documentation IAW CDRL C001.
- 4.1.15** The contractor shall provide technical data for COTS items to the extent that the vendor provides such data with the equipment IAW CDRL A016.
- 4.1.16** Production schedules for Integrated Logistics Support (ILS) documentation shall be established and tracked through the definition, development, delivery, and disposal processes for all baseline development (both Forward-Fit and Modernization). Contractor Liaison meetings with Navy organizations shall be required to identify and plan for system upgrades and TM/S1000D support IAW CDRL A017.
- 4.1.17** The contractor shall develop TMs in accordance with the latest approved Aegis Style Guide S0300-A7-AEG-010 (Aegis Style Guide) or any other required Government documentation as required. Work packages shall contain graphics that directly support the steps of the procedures. Provision shall be made to include alternative media such as job performance aids for highly complex or difficult maintenance procedures.
- 4.1.18** The contractor shall be capable of authoring new, and converting legacy TM content, IAW references in section 2.2. Applicable CDRLs B006, B007, B008 and B009.
- 4.1.19** The contractor shall complete TM Validation Certificate, NAVSEA Form 4160/3 by name and title; each individual authorized by the contractor shall certify in writing that the technical data is complete, accurate, and complies with all requirements of the contract. The authorized individual shall be familiar with the contractor's technical data validation procedures and their application to the technical data to be validated and delivered. The validation form shall be provided to the government no later than 10 days after every validation event and 10 days prior to a verification event stating a successful dry run was completed and data is ready for Government verification IAW CDRL B010.
- 4.1.20** The contractor shall ensure that new baseline upgrades make maximum use of existing TMs and COTS manuals and shall maintain and provide support for COTS system and equipment TMs with changes and revisions. For point of departure documentation, the contractor shall incorporate all existing Technical Manual Deficiency Evaluation Reports (TMDERs), previously deferred comments, and Aegis Style Guide compliance updates into the GFI prior to usage for new development purposes. Use of GFI shall take precedence over contractor provided source data or COTS TMs. All revisions shall be in compliance with latest approved Aegis Style Guide IAW CDRLs A016, B001, B002, B003, B004, B005, B006, and B007.
- 4.1.21** The contractor shall maintain formal process definitions and, together with the metrics measurements, shall form the basis for the control of the TM deliverables IAW references outlined in section 2.0.
- 4.1.22** The contractor shall use an Integrated Data Exchange (IDE)/information system for TM production and workflow between sub-contracted suppliers and Government organizations. The IDE shall also be utilized for the delivery of TM products for review and final CDRL deliverables to the Government.
- 4.1.23** The contractor shall ensure files are accessible during every phase of the TM process.
- 4.1.24** A contractor-managed IDE shall be used until a Government furnished IDE/information system is established, at which point the contractor shall transition to and use the Government furnished IDE/information system.

**4.1.25** The contractor shall deliver classified data files via CD-ROM/DVD, SIPRNET, or other media/methods agreed upon by the Government IAW CDRLs B002, B005, and B007.

## **4.2 DATA MANAGEMENT**

**4.2.1** Contractor shall ensure current and accurate TM reviews, receipts, and distribution records are available for reference.

**4.2.2** Contractor shall track, log, and report on all CDRL deliveries. Contractor shall maintain the records, logs, and files at NSWC PHD or Government approved facility.

**4.2.3** Contractor shall execute and record exchange of TM products to and from Original Equipment Manufacturers (OEMs) via Government approved IDE.

**4.2.4** Contractor shall maintain library and archives of TMs and electronic media or multimedia for production efforts. Contractor shall maintain systematic collection of all editable-format and distributed products to provide historical references, to support audits, and to support Fleet requests for replacement copies. Contractor shall maintain the library, archives, and collections of deliverables to/from the Government at an appropriate Government mandated facility.

**4.2.5** Contractor shall establish, upload and maintain any technical data or TDPs into the program and/or software used to manage the NSWC PHD TDP Engineering Library using Product Lifecycle Management (PLM) in PTC Windchill, or other Government approved next generation database(s).

**4.2.6** Contractor shall update Point of Contact (POC) information in Government technical documentation tracking system(s), or other Government approved database(s) to ensure POC information is current and accurate. Contractor will ensure all POC records in the latest approved Government tracking database are verified within 90 days of the last verification. For classified shipments and deliveries, POCs shall be verified before each delivery.

**4.2.7** Contractor shall perform the following functions in Government operated controlled information spaces, including, but not limited to, vaults and safes; Operating the space during working hours as defined, preparing the space for close of operations during the end of the work day as defined, ensuring sign-in sheets are populated as required, business is conducted within Government mandated requirements.

## **4.3 TECHNICAL MANUAL MANAGEMENT SUPPORT (DEFINITION PHASE)**

**4.3.1** Contractor shall provide technical and logistics input regarding Technical Documentation planning, review meetings, and provide comments designed to improve schedules, standards, and delivery of Technical Documentation materials IAW CDRL A012.

**4.3.2** Contractor shall identify alterations and/or deficiencies, which require Technical Documentation support in the next FY for consideration in the production workload analysis. Contractor shall gather all source data for individual baseline analysis to ensure any issues, alterations, and/or deficiencies are considered IAW CDRL A010.

**4.3.3** Contractor shall create, update and maintain baseline technical documentation matrices, create and maintain schedules for the event to meet final delivery dates, and forward to Government for review and approval IAW CDRL A012.

**4.3.4** Contractor shall propose recommendations for creation and modifications to a given baseline event IAW CDRL A010.

**4.3.5** Contractor shall create a bibliography containing the list of TMs including the applicable alterations and/or deficiencies for government review IAW CDRL A012.

**4.3.6** Contractor shall provide a completed Production Submittal Form for Government approval IAW CDRL A012.

**4.3.7** Contractor shall submit an event matrix, approved schedule and Production Submittal Form(s), and required source data for TM and/or Advance Change Notice (ACN) development IAW CDRL A012.

**4.3.8** Contractor shall request new and revised TMINS numbers in Technical Data Management Information System (TDMIS) or other Government approved system.

**4.3.9** Contractor shall process TMDERs in accordance with approved Government SOP.

## **4.4 TECHNICAL MANUAL MANAGEMENT SUPPORT (DEVELOPMENT PHASE)**

**4.4.1** Contractor shall perform quality assurance reviews of TM, CD-ROM/DVD, multimedia material, and applicable source data for adequacy of content and conformance to format standards. Contractor shall provide the review results and comments IAW CDRL A018.

**4.4.2** Contractor shall perform quality assurance reviews of Extensible Markup Language (XML), Standardized Generalized Markup Language (SGML), S1000D standards, and industry standard products for adherence to Government mandated standards, guidelines, policies, SOPs IAW CDRLs B001, B002, B003, B004, B005, B006, B007, B008, B009, and B010.

**4.4.3** Contractor shall perform review of multimedia objects for usability, to include, but not limited, to 3-Dimensional objects and models, Computer Aided Design (CAD) files and exports, Model Based product artifacts, and other industry standard formats and specifications. Contractor shall provide updates as required IAW CDRL C002 and C003.

**4.4.4** Contractor shall prepare review comments; recommended responses, draft standards, directions, processes, and recommendations for

implementation of XML/SGML/S1000D/industry standard format Technical Documentation development, review, and distribution for CS program(s), new construction and modernization utilizing CS equipment or components IAW CDRL B001, B002, B003, B004, B005, B006, B007, B008, and B009.

**4.4.5** Contractor shall manage production of all TMs for various baseline efforts and provide monthly status reports inclusive of all baseline events IAW CDRL A010.

**4.4.6** Contractor shall maintain ability to develop Markup Language based XML instances including, but not limited, to S1000D data and publication modules as well as other Markup Language based or industry standard format artifacts IAW CDRLs B001, B002, B003, B004, B005, B006, B007, B008, and B009.

**4.4.7** Contractor shall create new and revised Unclassified and/or Classified Weapon System or equipment technical manuals in XML2.0 format IAW CDRL B001, B002, B003, B004, B005, B006, B007, B008, and B009.

**4.4.8** Contractor shall provide schedules, word processing, graphics editing and drawing, TM formatting, proofing, metadata verification, and quality assurance on all developed and under development Technical Documents, SOPs, Desk Guides, and other documentation are technically and editorially sufficient and compliant with current style guides and prescribed standards and instructions IAW CDRL B001, B002, B003, B004, B005, B006, B007, B008, and B009.

**4.4.9** Contractor shall provide transition capabilities to convert non-XML/SGML/ Advanced Integrated Maintenance Support System (AIMSS) 3.x/4.x/industry standard formats into current SNIPP compliant XML Document Type Definitions (DTDs) and/or S1000D specifications.

**4.4.10** Contractor shall provide recommendations and products related to SGML, XML, Interactive Electronic Technical Manual (IETM), and PDF production software applications and infrastructure IAW CDRL B001, B002, B003, B004, B005, B006, B007, B008, and B009.

**4.4.11** Contractor shall participate in efforts to identify and implement TM and electronic multimedia development, reproduction, and distribution process improvements in compliance with approved formats and distribution systems.

**4.4.12** Contractor shall create SGML, XML, and other markup and data framework instances of TM elements from various source formats including, but not limited to, Adobe FrameMaker, Adobe PDF, Microsoft Word, and PTC ArborText.

**4.4.13** Contractor shall add and edit data records in latest approved government tracking database, for purposes of facilitating timely completion of TM Revision, New Development efforts, and tracking status.

**4.4.14** Contractor shall review redlines received from SME(s) prior to further content development to ensure redlines are legible, complete, and concise. In the event that redlines are determined to be insufficient or incomplete, Contractor shall report determination to respective Technical Manual Manager (TMM) for further adjudication with necessary SME(s) IAW CDRL A012.

#### **4.5 TECHNICAL MANUAL MANAGEMENT SUPPORT (DISTRIBUTION PHASE)**

**4.5.1** Contractor shall process completed TMs for reproduction, printing, distribution, and storage.

**4.5.2** Contractor shall complete shipping request (DD Form 1149) with information provided by the government.

**4.5.3** Contractor shall provide administrative functions such as prepare GFI/Government Furnished Equipment (GFE) related documentation, including, but not limited to, Material Transmittals (Form PHDNSWC-5216/3), necessary shipping labels, and receipts to support various shipments of GFI/GFE, TM, CD-ROM/DVD, or other physical media to Government stakeholders, customers, OEMs, support contractors, and other personnel and/or organizations required.

**4.5.4** Contractor shall provide support in the implementation of approved Content Management System (CMS), current XML/SGML/Navy DTDs, and/or S1000D specifications, in compliance with Navy production and distribution via Navy Information Application Product Suite (NIAPS), or latest approved Navy distribution system.

**4.5.5** Contractor shall be responsible for ensuring the timely distribution, delivery, and shipment of TMs.

**4.5.6** Contractor shall facilitate distribution of Unclassified and Confidential documentation and multimedia, to the fleet as well as regional maintenance centers, technical libraries, training sites, and/or other government approved recipients.

**4.5.7** Contractor shall develop Material Transmittals and required shipping documentation, as well as creating and maintaining distribution lists.

**4.5.8** Contractor shall ensure and verify official distribution once completed from government approved database such as TDMIS.

**4.5.9** Contractor shall ensure quality assurance of electronic and hardcopy TMs, and multimedia prior to delivery.

**4.5.10** Contractor shall maintain an inventory of all of the deliverables either sent or received.

#### **4.6 TECHNICAL MANUAL MANAGEMENT SUPPORT (DISPOSAL PHASE)**

**4.6.1** Contractor shall be responsible for archival of all pertinent TM components and finalized TMs.

**4.6.2** Contractor shall provide assistance in identifying and determining when TMs or digital storage media are no longer required, superseded, cancelled, or obsolete IAW SECNAV M-5210.1 and S0005-AA-PRO-010/TMMP.

**4.6.3** Contractor shall comply with directions for disposal provided by Government IAW SECNAV M-5210.1 and S0005-AA-PRO-010/TMMP.



## 4.7 DATA PROCESSOR

- 4.7.1** Contractor shall provide system administrative assistance services required to support Government approved CMS for technical documentation production and maintainability.
- 4.7.2** Contractor shall provide support in XML Repository Data Management, S1000D Repository Data Management, Database Management, and related TM initiatives to develop and improve guidelines, standards, and implementations IAW CDRL B001, B002, B003, B004, B005, B006, B007, B008, and B009.
- 4.7.3** Contractor shall maintain Government technical documentation tracking system(s) or other approved database application functionality and data. Contractor shall perform data, software, and functionality upgrades and updates to support Technical Documentation management, CD-ROM/DVD, and electronic multimedia production, and program management efforts.
- 4.7.4** Contractor shall provide technical and logistics recommendations for upgrades, ongoing status reports, and technical documentation tracking system(s) outputs to Branch Manager(s) IAW CDRL A012.
- 4.7.5** Contractor shall provide all software updates and licensing for non-Navy owned IT assets required for contract execution in compliance with Department of the Navy and DoN Application and Database Management System (DADMS). File and data transfers must be fully functional and compatible with NMCI assets.
- 4.7.6** Contractor shall monitor software changes to NMCI/DADMS and update contractor operated IT assets as required to maintain functionality and compatibility with NMCI assets. The Navy's software and hardware environment changes periodically. The Contractor shall monitor changes to applicable Navy systems and operate, maintain and upgrade its IT systems as required to maintain functionality and compatibility with applicable Navy systems. .
- 4.7.7** Contractor shall incorporate changes to SOPs and Desk Guides for current processes as changes occur.
- 4.7.8** Contractor shall manage timely upload, download, and update of database objects including but not limited to XML instances or multimedia intended for incorporation into a Technical Documentation product or intended for review by stakeholders, SMEs, and/or applicable Logisticians.
- 4.7.9** Contractor shall perform database management duties in a Government approved database, PLM, or CMS environment.
- 4.7.10** Contractor shall keep all applicable databases such as PLM and CMS accounts current and active.
- 4.7.11** Contractor shall ensure accurate entry and update of database object metadata and property sheets.
- 4.7.12** Contractor shall relay any changes to Government approved information system status, such as downtime, to applicable Government personnel and recommend mitigation strategies should system downtime negatively affect completion or performance of normal duties IAW CDRL A012.
- 4.7.13** Contractor shall maintain familiarity with and ability to utilize, create, automate, and evaluate command line tools in a Windows, Unix, Linux, industry standard computing operating environment, or other Government approved information system operating environment.
- 4.7.14** Contractor shall maintain ability to query Government approved databases such as PLM and CMS environments to determine alteration applicability.
- 4.7.15** Contractor shall have ability to create, edit, and manage workflows in Government Approved databases such as PLM and CMS environments.

## 5.0 GOVERNMENT FURNISHED PROPERTY

- 5.1** The Government may provide onsite NMCI seats under this Task Order. The Government will furnish one CD-ROM/DVD Duplication System, printer and maintenance kit for the CD-ROM/DVD duplication units. Contractor personnel working in Government buildings and occupying Government spaces may be granted use of Government Furnished Property (GFP) to the extent necessary to perform the requirements of this Task Order. No GFP shall become property of the Contractor. All GFP, except authorized consumable materials, shall be returned to the custody of the Government at the expiration of this procurement.

## 6.0 SECURITY REQUIREMENTS

- 6.1 Contractor Fitness and Trustworthiness:** In accordance with SECNAV M-5510.30, the Navy Personnel Security Program Manual (Chapter 6, Section 6-6, Paragraphs 2b and 2c), Executive Order 13467 of June 30, 2008, as well as Homeland Security Presidential Directive 12 (HSPD-12) and United States Office of Personnel Management Memorandum, Final Credentialing Standards for Issuing Personal Identify Verification Cards under HSPD-12 dated 31 July 2008, the contractor shall ensure that all individuals performing work on behalf of the government have a current, favorably adjudicated background investigation of the appropriate type to determine fitness to perform work on behalf of the government as a contractor employee, perform sensitive national security duties, or have access to classified information. A background investigation equivalent to the current Tier requirement and which is still in scope is acceptable.

Performance on this contract will require access to classified information, up to and including Secret, for certain tasks. Contractor employees who

require access to classified information will be processed under the terms of the National Industrial Security Program (NISP) in alignment with the work requirements of the contract and security requirements on the applicable DD Form 254. Contractor employees who do not require access to classified information in performance of this contract but are assigned to sensitive national security duties, require access to sensitive information, or those that for other reasons require a fitness or trustworthiness determination shall be processed for the appropriate background investigation through the Naval Surface Warfare Center Port Hueneme Division (NSWC PHD) Personnel Security Office for a Non-NISP investigation. Point of contact is the Personnel Security Specialist, (805) 228-7196.

The contractor shall inform NSWC PHD Command Security Manager (CSM) of any contractor personnel who have an investigation with an action pending, eligibility has been administratively withdrawn or pending, withdrawal of interim clearance eligibility, eligibility of no determination made, or final denial or revocation of security clearance eligibility.

The contractor shall prepare a monthly personnel roster of individuals performing work on behalf of the government. The reporting period shall be within 30 calendar days after effective date of order. Subsequent reports shall be submitted monthly thereafter, not later than the 10th day of the reporting month.

**6.2 Access to DoD and DoN IT Systems:** Individuals who require IT-I level access to sensitive DoD and DoN IT systems require a favorably adjudicated Tier 5 investigation, and individuals who require IT-II level access to such systems require a favorably adjudicated Tier 3 investigation. All access to DoN IT systems is, at minimum, IT-II.

**6.3 Operations Security (OPSEC) Plan:** Contractor will be developing, producing, analyzing, maintaining, transporting, storing, testing, or using critical information or indicators for this contract.

The contractor shall comply with the Government Contracting Activity (GCA) or facilities OPSEC program instructions, guidance and contribute to organization-level OPSEC training and awareness programs while performing aboard designated government sites and facilities. Ensure you read NSWC PHDINST 3432.1C, updating to NSWC PHDINST 3070.2 series, for OPSEC requirements.

OPSEC Plan Integrated Technical Documentation and Logistics Program Management, dated 22 May 2020 is an attached document to the contract's section J. The contractor is required to onsite institute OPSEC measures to protect the critical information and indicators of this program.

## LIST OF ACRONYMS AND ABBREVIATIONS

<b>ACN</b>	Advance Change Notice
<b>AIMSS</b>	Advanced Integrated Maintenance Support System
<b>ATRC</b>	Aegis Training and Readiness Center
<b>BI</b>	Background Investigation
<b>BMD</b>	Ballistic Missile Defense
<b>CAC</b>	Common Access Card
<b>CAD</b>	Computer Aided Design
<b>CD-ROM</b>	Compact Disc – Read-Only Memory
<b>CDR</b>	Contract Discrepancy Report
<b>CDRL</b>	Contract Data Requirements List
<b>CFR</b>	Code of Federal Regulations
<b>COMSEC</b>	Communications Security
<b>CM</b>	Configuration Management
<b>CMS</b>	Communications Security Material System
<b>CMS</b>	Content Management System
<b>COR</b>	Contracting Officer's Representative
<b>COTS</b>	Commercial Off-The-Shelf
<b>CS</b>	Combat System
<b>CSCS</b>	Center for Surface Combat Systems
<b>CSEDS</b>	Combat System Engineering Development Site
<b>CSM</b>	Command Security Manager
<b>CSWF</b>	Cybersecurity Workforce
<b>DADMS</b>	DoN Application and Database Management Systems
<b>DoD</b>	Department of Defense
<b>DoDI</b>	Department of Defense Instruction

<b>DoN</b>	Department of the Navy
<b>DSS</b>	Defense Security Systems
<b>DTD</b>	Data Type Definition
<b>EAP</b>	Emergency Action Plan
<b>ECMRA</b>	Enterprise-wide Contractor Manpower Reporting Application
<b>eCRAFT</b>	Electronic Cost Reporting and Financial Tracking
<b>EIA</b>	Environmental Impact Assessment
<b>EPRU</b>	eCRAFT System Periodic Report Utility
<b>FMS</b>	Foreign Military Sales
<b>FY</b>	Fiscal Year
<b>GFE</b>	Government Furnished Equipment
<b>GFI</b>	Government Furnished Information
<b>GFP</b>	Government Furnished Property
<b>HAZMAT</b>	Hazardous Material
<b>HAZWASTE</b>	Hazardous Waste
<b>IA</b>	Information Assurance
<b>IAW</b>	In Accordance With
<b>IDE</b>	Integrated Data Environments
<b>IEEE</b>	Institute of Electrical and Electronics Engineers
<b>IETM</b>	Interactive Electronic Technical Manual
<b>ILS</b>	Integrated Logistics Support
<b>IMS</b>	Integrated Master Schedule
<b>ISEA</b>	In-Service Engineering Agent
<b>ISO</b>	International Organization for Standards
<b>IWSL</b>	Integrated Warfare Systems Laboratory
<b>JPAS</b>	Joint Personnel Adjudication System
<b>MIL-STD</b>	Military Standard
<b>NAVSEA</b>	Naval Sea Systems Command
<b>NIAPS</b>	Navy Information/Application Product Suite
<b>NISP</b>	National Industrial Security Program
<b>NISPOM</b>	National Industrial Security Program Operating Manual
<b>NIST</b>	National Institute of Standards and Technology
<b>NMCI</b>	Navy Marine Corps Intranet
<b>NMP-MOM</b>	Navy Modernization Process Management Operations Manual
<b>NSCC</b>	Naval Systems Computer Center
<b>NSWC PHD</b>	Naval Surface Warfare Center Port Hueneme Division
<b>OEM</b>	Original Equipment Manufacturer
<b>PDF</b>	Portable Document Format
<b>PLM</b>	Product Lifecycle Management
<b>POC</b>	Point of Contact
<b>PSC</b>	Product Service Code
<b>PRR</b>	Production Readiness Review
<b>PT/SSBI</b>	Position of Trust Single Scope Background Investigation
<b>PT/T-3</b>	Position of Trust Tier 3
<b>PTC</b>	Production Test Center
<b>SGML</b>	Standardized Generalized Markup Language
<b>SME</b>	Subject Matter Expert
<b>SNIPP</b>	Standard NAVSEA Integrated Publishing Process
<b>SOP</b>	Standard Operating Procedure
<b>SOW</b>	Statement of Work
<b>SP</b>	Special Publication
<b>SUPSHIP</b>	Supervisor of Shipbuilding
<b>TDMIS</b>	Technical Data Management Information System
<b>TDP</b>	Technical Data Package
<b>TM</b>	Technical Manual
<b>TMDER</b>	Technical Manual Deficiency Evaluation Report

<b>TMINS</b>	Technical Manual Identification Numbering System
<b>TMM</b>	Technical Manual Manager
<b>TMMP</b>	Technical Manual Management Program
<b>VLS</b>	Vertical Launching System
<b>WAWF</b>	Wide Area Workflow
<b>XML</b>	Extensible Markup Language

## CLAUSES INCORPORATED BY FULL TEXT

### C-202-H001 ADDITIONAL DEFINITIONS--BASIC (NAVSEA) (OCT 2018)

- (a) Department - means the Department of the Navy.
- (b) Commander, Naval Sea Systems Command - means the Commander of the Naval Sea Systems Command of the Department of the Navy or his duly appointed successor.
- (c) References to The Federal Acquisition Regulation (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.
- (d) National Stock Numbers - Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:
  - (1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non-significant number.
  - (2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four-position Federal Supply Class (FSC) plus the applicable nine-position NIIN assigned to the item of supply.

(End of Text)

### C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

- (a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.
- (b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:
  - (1) The support contractor not disclose any information;
  - (2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;
  - (3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,

(4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors should enter into separate non-disclosure agreements with the file room contractor. Contact the Procuring Contracting Officer for contractor specifics. However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

(End of Text)

#### **C-211-H016 SPECIFICATIONS AND STANDARDS (NAVSEA) (OCT 2018)**

(a) Definitions.

(i) A "zero-tier reference" is a specification, standard, or drawing that is cited in the contract (including its attachments).

(ii) A "first-tier reference" is either: (1) a specification, standard, or drawing cited in a zero-tier reference, or (2) a specification cited in a first-tier drawing.

(b) Requirements. All zero-tier and first-tier references, as defined above, are mandatory for use. All lower tier references shall be used for guidance only unless specifically identified below.

NONE

(End of Text)

#### **C-211-H017 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (DEC 2018)**

The contractor may request that this contract be updated to include the current version of the applicable specification or standard if the update does not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval of its request to update by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

(End of Text)

#### **C-211-H018 APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)**

Approval by the Government as required under this contract and applicable specifications shall not relieve the Contractor of its obligation to comply with the specifications and with all other requirements of the contract, nor shall it impose upon the Government any liability it would not have had in the absence of such approval.

(End of Text)

**C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)**

- (a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal N/A dated 06 November 2020 in response to NAVSEA Solicitation No. N6339420R3007.
- (b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.
- (End of Text)

**C-223-W002 ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)**

- (a) The contractor shall ensure that each contractor employee reads any necessary safety documents within 30 days of commencing performance at any Government facility. Required safety documents can be obtained from the respective safety office. Contractors shall notify the Safety office points of contact below to report completion of the required training via email. The email shall include the contractor employee's name, work site, and contract number.
- (b) It is expected that contractor employees will have received training from their employer on hazards associated with the areas in which they will be working and know what to do in order to protect themselves. Contractors are required to adhere to the requirements of 29 CFR 1910, 29 CFR 1926 and applicable state and local requirements while in Government spaces. The contractor shall ensure that all on-site contractor work at the Government facility is in accordance with any local safety instructions as provided via the COR. The contractor shall report all work-related injuries/illnesses that occurred while working at the Government site to the COR.
- (c) Contractors whose employees perform work within Government spaces in excess of 1000 hours per calendar quarter during a calendar year shall submit the data elements on OSHA Form 300A, Summary of Work Related Injuries and Illnesses, for those employees to the safety office, via the COR by 15 January for the previous calendar year, even if no work related injuries or illnesses occurred. If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment may be performed by the Safety Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment or training will be required.
- (d) Any contractor employee exhibiting unsafe behavior may be removed from the Government site. Such removal shall not relieve the contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.
- (e) The Safety Office points of contacts are as follows:

**Request from cognizant NSWC PHD Contracting point of contact**

(End of Text)

**C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)**

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s) A, attached hereto.

(End of Text)

**C-237-H001 SERVICE CONTRACT REPORTING (NAVSEA) (JAN 2021)**

(a) Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>.

(b) Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

(End of Text)

#### **C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) Key personnel are identified in an attachment in Section J.

(End of Text)

#### **C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM REPORTING (NAVSEA) (MAY 2019)**

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access: : eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport>

/Partnerships/Commercial-Contracts/Information-eCraft-/ under eCRAFT information. The link for eCRAFT report submission is: [https://www.pdrep.csd.disa.mil/pdrep\\_files/other/ecraft.htm](https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm). If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in WAWF. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(End of Text)

#### **C-242-H001 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (OCT 2018)**

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

(End of Text)

#### **C-242-H002 POST AWARD MEETING (NAVSEA) (OCT 2018)**

(a) A post-award meeting with the successful offeror will be conducted within 15 days after award of the task order. The meeting will be held at the following address: Naval Surface Warfare Center Port Hueneme Division, 4363 Missile Way, Port Hueneme, CA 93043

(b) The contractor will be given 10 working days notice prior to the date of the meeting by the Contracting Officer.

(c) The requirement for a post-award meeting shall in no event constitute grounds for excusable delay by the contractor in performance of any provisions in the task order.

(d) The post-award meeting will include, but is not limited to, the establishment of work level points of contact, determining the administration strategy, roles and responsibilities, and ensure prompt payment and close out. Specific topics shall be mutually agreed to prior to the meeting.

(End of Text)

#### **C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)**

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the



contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

(End of Text)

#### **C-244-H002 SUBCONTRACTORS/CONSULTANTS (NAVSEA) (OCT 2018)**

Notwithstanding FAR 52.244-2(d) and in addition to the information required by FAR 52.244-2(e) of the contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement:

(1) Impact on subcontracting goals,

(2) Impact on providing support at the contracted value,

(3) IF SEAPORT TASK ORDER - The results of negotiations to incorporate fee rate caps no higher than the lower of (i) SeaPort-e fee rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-e prime, (ii) fee rate caps that are no higher than the subcontractor's prime SeaPort-e contract.

(End of Text)

#### **C-245-H005 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT--ALTERNATE I (NAVSEA) (MAY 2019)**

(a) Contract Specifications, Drawings and Data. The Government will furnish, if not included as an attachment to the contract, any unique contract specifications or other design or alteration data cited or referenced in Section C.

(b) Government Furnished Information (GFI). GFI is defined as that information essential for the installation, test, operation, and interface support of all Government Furnished Material identified in an attachment in Section J. The Government shall furnish only the GFI identified in an attachment in Section J. The GFI furnished to the contractor need not be in any particular format. Further, the Government reserves the right to revise the listing of GFI as follows:

(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data identified in an attachment in Section J; or

(ii) add items of data or information to the attachment identified in Section J; or

(iii) establish or revise due dates for items of data or information in the attachment identified in Section J.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

(c) Except for the Government information and data specified by paragraphs (a) and (b) above, the Government will not be obligated to furnish the Contractor any specification, standard, drawing, technical documentation, or other publication, notwithstanding anything to the contrary in the contract specifications, the GFI identified in an attachment in Section J, the clause of this contract entitled "Government Property"

(FAR 52.245-1) or "Government Property Installation Operation Services" (FAR 52.245-2), as applicable, or any other term or condition of this contract. Such referenced documentation may be obtained:

(1) From the ASSIST database via the internet at <https://assist.dla.mil/online/start/>; or

(2) By submitting a request to the

Department of Defense Single Stock Point (DoDSSP)

Building 4, Section D

700 Robbins Avenue

Philadelphia, Pennsylvania 19111-5094

Telephone (215) 697-6396

Facsimile (215) 697-9398

Commercial specifications and standards, which may be referenced in the contract specification or any sub-tier specification or standard, are not available from Government sources and should be obtained from the publishers.

(End of Text)